

Workplace Behaviour and Performance Section (WBPS)

Graduate Induction
Presentation



Australian Government
Department of Health

www.health.gov.au

Who are we?

We are a small team of Case Managers who work in the Workplace Behaviour and Performance Team within People Branch (a.k.a – the fun police)



What do we do?

In a nutshell we provide strategic advice on matters relating to performance, behaviour, probation and Code of Conduct

Our Goal

- To help make sure that people are performing successfully
- To uphold the reputation of the Department, and the Australian Government and meet public expectations

APS Values

ICARE



Australian Government
Department of Health

www.apsc.gov.au/integrity-aps
ethics@apsc.gov.au

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Impartial

The APS is apolitical and provides the Government with advice that is frank, honest, timely and based on the best available evidence.

Committed to service

The APS is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government.

Accountable

The APS is open and accountable to the Australian community under the law and within the framework of Ministerial responsibility.

Respectful

The APS respects all people, including their rights and their heritage.

Ethical

The APS demonstrates leadership, is trustworthy, and acts with integrity, in all that it does.

1

An APS employee must behave honestly and with integrity in connection with APS employment.

2

An APS employee must act with care and diligence in connection with APS employment.

3

An APS employee, when acting in connection with APS employment, must treat everyone with respect and courtesy, and without harassment.

4

An APS employee, when acting in connection with APS employment, must comply with all applicable Australian laws. For this purpose, Australian law means:

- (a) any Act (including this Act), or any instrument made under an Act; or
- (b) any law of a State or Territory, including any instrument made under such a law.

5

An APS employee must comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction.

6

An APS employee must maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff.

7

An APS employee must:

- (a) take reasonable steps to avoid any conflict of interest (real or apparent) in connection with the employee's APS employment; and
- (b) disclose details of any material personal interest of the employee in connection with the employee's APS employment.

8

An APS employee must use Commonwealth resources in a proper manner and for a proper purpose.

9

An APS employee must not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment.

10

An APS employee must not improperly use inside information or the employee's duties, status, power or authority:

- (a) to gain, or seek to gain, a benefit or an advantage for the employee or any other person; or
- (b) to cause, or seek to cause, detriment to the employee's Agency, the Commonwealth or any other person.

11

An APS employee must at all times behave in a way that upholds:

- (a) the APS values and APS Employment Principles; and
- (b) the integrity and good reputation of the employee's Agency and the APS.

12

An APS employee on duty overseas must at all times behave in a way that upholds the good reputation of Australia.

13

An APS employee must comply with any other conduct requirement that is prescribed by the regulations.

Code of Conduct

1

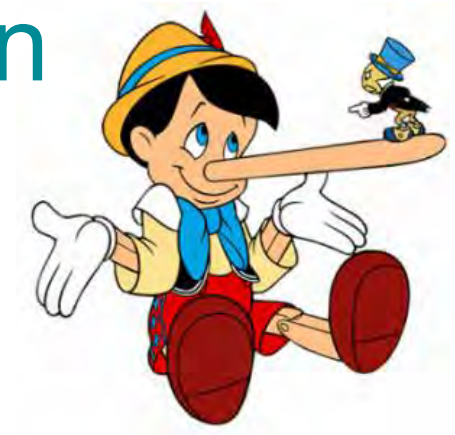
An APS employee must behave honestly and with integrity in connection with APS employment.



Timesheets

Honesty

Self Reflection



3

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Definitions


Bullying: repeated and unreasonable behaviour which creates a risk to the health and safety of our workers. This risk could be physical or psychological.


Harassment: behaviour causing any worker to feel intimidated, insulted or humiliated because of a characteristic such as sex, race, gender, disability, sexual orientation, gender identity or relationship status.


Sexual Harassment: any unwelcome conduct of a sexual nature.


Discrimination: treating a person, or a group of people, less favourably than others because of their background or certain personal characteristics.

Bullying 

Harassment 

Sexual Harassment 

Discrimination 

Courtesy 

Respect 

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Consider what you are sending through our systems. Just remember they are monitored! If you wouldn't do or say it directly to your colleagues, don't send it

When accessing information think:

- Am I accessing this as part of my role?
- Do I have a need to know?
- Are there any potential conflicts of interest?



Conflict of interest and need to know

Social Media

11

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Handy tips:

- Read the Department's and APSC Social Media Guidelines
- Remain apolitical
- When in doubt discuss





What if I breach the
Code?

Reduction in
Classification
Termination
SANCTIONS
Reprimand
Reduction in
Salary

A

Additional Resources

Useful Guides:

- Code of Conduct: [Code of Conduct | Australian Public Service Commission \(apsc.gov.au\)](http://apsc.gov.au)
- APS Values: [APS Values, Employment Principles and Code of Conduct | Australian Public Service Commission \(apsc.gov.au\)](http://apsc.gov.au)
- Social Media Guidelines (APSC): [Social media: Guidance for Australian Public Service Employees and Agencies | Australian Public Service Commission \(apsc.gov.au\)](http://apsc.gov.au)
- APSC Website: [Australian Public Service Commission \(APSC\)](http://apsc.gov.au)
- Bullying and Harassment (Including Reasonable Management Action): [Bullying and harassment complaints - Health Intranet \(central.health\)](http://central.health)

Internal Sites:

- Managing our People: [Managing our people - Health Intranet \(central.health\)](http://central.health)
- People Branch: [People Branch \(central.health\)](http://central.health)

Contact Us:

- Email: people.management@health.gov.au
- Phone: s22